

RESTRICTIONS ON ACCESS POLICY

Definition of Terms:

Confidential Records: Those records containing information closed to public access by the Georgia Open Records Act and other state and federal laws.

Open Records: Those records containing no information of a confidential nature that are open and available to the public.

Policy:

The Georgia Archives will observe and enforce lawfully imposed restrictions on the use of transferred records.

Transfer of confidential information:

Permanent records containing confidential information may be transferred to the Archives providing that the transferring records custodian notifies the Archives, prior to transfer, that such information is contained within the series. Such notification must be part of the required request for transfer and included with documentation. This information will be reviewed as part of the transfer approval process. If the director agrees, restrictions will be placed on the records and procedures implemented so that only those open portions of the records will be accessible to the public.

Policy:

The Georgia Archives will work with agencies to ensure that data elements are classified as either 'open' or 'confidential.' The Georgia Archives will work with the agency during the transfer process to certify the confidential nature of the information being transferred to the Digital Archives and to determine appropriate access procedures to the records prior to acceptance of the permanent records.